

DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES



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August 31, 2004

To: Comprehensive School and Community Treatment (CSCT) Provider Districts
Directors of Special Education

From: Michelle Gillespie, School Program Officer, Health Resources Division
Department of Public Health and Human Services

Regarding: CSCT Services Audit
CSCT Program Requirements

This memorandum is provided to advise you of an audit occurring through our SURS (Surveillance and Utilization Review) unit related to CSCT services. The intent of this memorandum is to notify you of preliminary findings of the audit.

While the audit's preliminary findings address only those schools currently involved in the audit, it is possible that the findings may also apply to other CSCT programs. We are providing you this information to inform you of potential compliance issues and encourage you to work closely with your contracted mental health center to ensure that documentation of CSCT services includes:

- Length, units, and/or time of session
- Individualized treatment plan goals and objectives
- How child is progressing toward goals and objectives
- Billing appropriate units of service for services provided
- Records maintained for services provided
- Billing for services only when child receives services
- Billing the appropriate CSCT procedure code (H0036)

Preliminary results suggest noncompliance with the seven areas mentioned above. While this may or may not be the case for your particular district and CSCT provider, we encourage you to carefully monitor documentation to ensure the above components are clearly documented prior to billing for services.

We occasionally receive questions from schools concerning requirements for participation in CSCT services. As a reminder, public schools interested in becoming CSCT providers must:

- Obtain a provider number for CSCT services; and,
- Be a mental health center; or,

"An Equal Opportunity Employer"

- Contract with a mental health center to provide CSCT services and the mental health center may also act as the school's billing agent for these services

The school that is also the mental health center or the contracted mental health center must:

- Have their program approved by DPHHS prior to beginning services. For more information on CSCT program requirements, refer to Appendix C: CSCT Program in the School-Based Provider Manual.
- Have individualized treatment plans must be written for each child enrolled in the CSCT program.
- Document each time a child is seen, documentation, at a minimum, must include:
 - Date of service
 - Time in and time out
 - Child's name
 - Where service occurred
 - Result of the service and how the service related to the individualized treatment plan and goals
 - Who provided the service
 - Child's attendance at school
 - Notes related to therapy session
 - Weekly overall progress notes

Refer to the School-Based Services Provider Manual for more information related to the CSCT program under Covered Services in Section 2.

If you have questions concerning issues surrounding Medicaid payments or the Montana Medicaid refinance project for school-based services, please contact Michelle Gillespie at (406) 444-4066 or Bob Runkel at (406) 444-4429.